

**Mayor**  
Alice Ruby

**City Manager**  
Robert J. Mawson




**Dillingham City Council**  
Chris Napoli  
Michael Bennett  
Aksel Buholm  
Curt Armstrong  
Kaleb Westfall  
Perry Abrams

## MEMORANDUM

**Date:** 6 October 2022

**To:** Honorable Mayor and City Council

**From:** Robert J. Mawson, City Manager 

**Subject:** Commissions, Committees and Boards – FY23 Work Plan

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City Commissions, Committees & Boards Committee Overview Sheets are being transmitted for Council Consideration. Each overview sheet notes the Duties/Goals of each Committee and also includes a section to list more specific FY23 Work Plan tasks/assignments that Council would like to have addressed or completed by the respective Committee.

I am recommending that Specific Committee Tasks & Assignments be proposed and discussed during the Council meeting on October 6<sup>th</sup> so Council can take action to authorize and approve the FY23 Committee Work Plans during the October 13<sup>th</sup> Council meeting.

After reviewing the existing Committee structure, along with the Codes, Ordinances and Resolutions that created them, I am making the following suggestions:

1. The following Commissions, Committees, and Boards should be approved and authorized for FY23 (October 1, 2022 – September 30, 2023).

Board of Equalization  
Code Review Committee  
Finance and Budget Committee  
Friends of the Landfill  
Library Advisory Board  
Planning Commission  
Port Advisory Committee  
Public Outreach Committee  
Samuel K Fox Museum Advisory Board  
School District Facility Committee  
Senior Advisory Commission  
Volunteer Fire Department Board

2. I am recommending that the Duties and Responsibilities associated with the following Commissions, Committees & Boards be incorporated into the Work Plan of the Planning Commission.

Historic Preservation  
Parks & Recreation

3. I am recommending that the following Commissions, Committees & Boards be removed from the list of Committees, as they have previously "Sunset" or are no longer required.

Dillingham Cemetery Committee  
Marijuana Advisory Committee  
Territorial School Advisory Committee



## Committee Overview

Standing Committee     Special Committee     Citizen Committee     Code

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### COMMITTEE NAME

Board of Equalization

### AUTHORITY

DMC 4.15.120

### DURATION

Standing Committee

### MEMBERSHIP STRUCTURE

Mayor (Chair), three (3) Council members (members shall not be in default with the City for taxes)

### STAFF SUPPORT

City Clerk or Designee

### DUTIES/GOALS OUTLINED IN DMC

- The Board may determine equalization on properties brought before the board by appellants or by one or more members of the board. The board may alter an assessment of a lot only pursuant to an appeal filed as to the particular lot.

### FY23 WORK PLAN

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### MEETING SCHEDULE

The Board of Equalization shall meet annually, as necessary to address all official assessment appeals filed with the City Clerk's office, during the statutory appeal period.



## Committee Overview

Standing Committee     Special Committee     Citizen Committee     Code

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### COMMITTEE NAME

Code Review Committee

### AUTHORITY

DMC 2.06.070(A)

### DURATION

Standing Committee

### MEMBERSHIP STRUCTURE

Mayor, 2 Council Members, City Manager, City Clerk  
Chairperson & Members – Annually appointed by Mayor

### STAFF SUPPORT

City Clerk or Designee

### DUTIES/GOALS OUTLINED IN DMC

- To review city ordinances as assigned
- To recommend revisions, and submit to council for action
- May recommend ordinances to be assigned
- To announce ordinances to be reviewed to the city council and public
- Work cooperatively and be supported administratively by the city clerk, and with the approval of the mayor, may request other administrative or legal advice or assistance when appropriate

### FY23 WORK PLAN

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### MEETING SCHEDULE

The Code Committee will meet at least quarterly but may meet more often, if needed.



## Committee Overview

Standing Committee     Special Committee     Citizen Committee     Code

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### COMMITTEE NAME

Finance & Budget Committee

### AUTHORITY

DMC 2.06.070(B)

### DURATION

Standing Committee

### MEMBERSHIP STRUCTURE

Mayor, 2 Council Members, City Manager, Finance Director  
Chairperson & Members – Annually appointed by Mayor

### STAFF SUPPORT

City Clerk or Designee

### DUTIES/GOALS OUTLINED IN DMC

- Guide the city toward long-term financial stability and promote fiscal responsibility
- Create and formulate fiscal policies, policy statements, and develop plans to achieve long-term goals for the city
- Complete tasks as assigned by the City Council

### FY23 WORK PLAN

- Work with City Staff to Develop an Annual and/or Multi-year Municipal Operating Budget
- Develop Procedures, Internal Controls, and Best Practices sufficient to Ensure Adherence to applicable Federal, State and City Financial Requirements, and GFOA guidelines
- Set long-term Financial Safeguards & Goals for the City of Dillingham, to include but not limited to Establishing General Fund Balance Guidelines, Cash Reserve Funds, Revenue Targets for City Enterprises, and a Capital Improvement / Equipment Replacement Program
- Ensure Adherence to Financial Requirements, Municipal Budget and Achievement of Financial Goals by Meeting Regularly to Review the City's Financial Activities.

With respect to internal controls and accountability policies, the Committee may take the lead in creating such policies, ensuring that they are appropriately documented in a manual or otherwise, and confirming that they are being followed. The committee may also work with City staff to develop useful and readable formats for financial reports, set expectations regarding the desired quantity and subjects of reports, and present financial reports to the City Council. The Committee may also be charged with reviewing the organization's insurance coverage to ensure that its assets are appropriately protected.

### MEETING SCHEDULE

Typically, the Finance and Budget Committee will meet Monthly, however, they may meet more frequently during the Municipal Budget Preparation cycle. Meetings will not be held during the month of July.



### *Committee Overview*

Standing Committee     Special Committee     Citizen Committee     Code

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#### **COMMITTEE NAME**

Friends of the Landfill

#### **AUTHORITY**

Resolution 2019-07, and Resolution 2021-02

#### **DURATION**

Committee "Sunsets" January 31, 2024, unless extended by action of the City Council.

#### **MEMBERSHIP STRUCTURE**

5 – 11 residents of the Dillingham area

#### **STAFF SUPPORT**

City Clerk or Designee

#### **DUTIES/GOALS OUTLINED IN DMC**

- Assist in projects as determined appropriate by and under the direction of the Public Works Director

#### **FY23 WORK PLAN**

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#### **MEETING SCHEDULE**

Typically, the Friends of the Landfill meets on the last Friday of each month, however they may meet more frequently as the workload dictates. Meetings are not usually held during the month of July.



## *Committee Overview*

Standing Committee     Special Committee     Citizen Committee     Code

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### **COMMITTEE NAME**

Library Advisory Board

### **AUTHORITY**

DMC 2.80.040

Resolution 2013-71

### **DURATION**

Standing Committee (by Resolution)

### **MEMBERSHIP STRUCTURE**

Seven (7) members, including one (1) representative of the University of Alaska Fairbanks and one (1) representative of the Dillingham City School District HS/MS. Members must be Residents of the greater Dillingham area and registered to vote in the State of Alaska.

### **STAFF SUPPORT**

City Clerk or Designee

### **DUTIES/GOALS OUTLINED IN DMC**

- Assist in preparing rules for the operation of the library
  - General promotion and community outreach
  - Hours of operation
  - Length of time items may be borrowed
  - Fines
- Advisory to the Manager regarding applications for funding

### **FY23 WORK PLAN**

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### **MEETING SCHEDULE**

Typically, the Library Advisory Board will meet Monthly, however they may meet more frequently as the workload dictates. Meetings are not usually held during the month of July.



## Committee Overview

Standing Committee     Special Committee     Citizen Committee     Code

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### COMMITTEE NAME

Planning Commission

### AUTHORITY

AS 29.40

DMC 2.68.160

### DURATION

Standing Committee

### MEMBERSHIP STRUCTURE

Seven (7) Citizens that are Residents of the City

### STAFF SUPPORT

City Clerk or Designee

### DUTIES/GOALS OUTLINED IN DMC

- Prepare and Recommend to the City Council the following:
  - Comprehensive plan consisting of maps and related texts for the systematic development of the city
  - Land use regulations to implement the Comprehensive plan
  - A Subdivision ordinance
  - The Official map of the city, to include reference to land use regulations
  - Annual update of a six-year capital improvement plan
  - Request for an exception to a speed limit in a specified area
  - Hold public hearings prior to submitting its recommendations to the Council.
- Act as the Platting Board
- Act upon requests for variances
- Act upon requests for conditional uses
- Provide other review recommendations and support as requested by the council

### FY23 WORK PLAN

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### MEETING SCHEDULE

Typically, the Planning Commission will meet Monthly however they may meet more frequently as the workload dictates. Meetings will not be held during the month of July.





### *Committee Overview*

Standing Committee     Special Committee     Citizen Committee     Code

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#### **COMMITTEE NAME**

Port Advisory Committee

#### **AUTHORITY**

Resolution 2010-66

#### **DURATION**

Active until disbanded by City Council action.

#### **MEMBERSHIP STRUCTURE**

Seven (7) members. Mayor serves as Chair, one (1) Council Member, five (5) members who have an interest and are somewhat knowledgeable about the operations of the Harbor and Dock.

#### **STAFF SUPPORT**

City Clerk or Designee

#### **DUTIES/GOALS OUTLINED IN RESOLUTION**

- Review issues pertinent to the Port

#### **FY23 WORK PLAN**

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#### **MEETING SCHEDULE**

As needed.



## *Committee Overview*

Standing Committee     Special Committee     Citizen Committee     Code

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### **COMMITTEE NAME**

Public Outreach Committee

### **AUTHORITY**

DMC 2.06.070(C)

### **DURATION**

Standing Committee

### **MEMBERSHIP STRUCTURE**

Mayor and Council

### **STAFF SUPPORT**

City Clerk or Designee

### **DUTIES/GOALS OUTLINED IN DMC**

- Conduct informal meetings on neutral grounds to hear what the residents concerns are and to answer questions
- Partition areas in the community to deal with issues in that given area
- Meetings will be held between the months of September to May and are to be advertised publicly for maximum attendance
- Be responsible for meeting follow-up to those in attendance

### **FY23 WORK PLAN**

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### **MEETING SCHEDULE**

Meetings held between September and May each year, as determined by Council.



## *Committee Overview*

Standing Committee     Special Committee     Citizen Committee     Code

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### **COMMITTEE NAME**

Samuel K Fox Museum Advisory Board (AKA The Samuel K Fox Museum Association Board, a Non-profit Organization)

### **AUTHORITY**

Ordinance No. 86-17

### **DURATION**

Standing Committee

### **MEMBERSHIP STRUCTURE**

The City of Dillingham recognizes The Samuel K Fox Museum Association Board, a Non-profit Organization, as the Advisory Board for the Samuel K Fox Museum

### **STAFF SUPPORT**

City Clerk or Designee

### **DUTIES/GOALS OUTLINED IN DMC**

- As described in the Memorandum of Understanding associated with Ordinance No 86-17

### **FY23 WORK PLAN**

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### **MEETING SCHEDULE**

Meeting schedule is set by the Association Board and made available to the Public



## Committee Overview

Standing Committee     Special Committee     Citizen Committee     Code

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### COMMITTEE NAME

School Facility Committee

### AUTHORITY

DMC 2.72.070

### DURATION

Standing Committee

### MEMBERSHIP STRUCTURE

Mayor (Chair), School Board President, Council Member, School Board Member, City Manager, Superintendent, Public Works Director, School District Director of Facilities, Citizen who is a resident of the city.

### STAFF SUPPORT

City Clerk or Designee

### DUTIES/GOALS OUTLINED IN DMC

- Needs for increase / decrease in school facility related services
- Assess funding necessary for school facility maintenance and repair
- Arrange annual inspection of city school facilities, by October 31<sup>st</sup> each year
- Consider & review emergency appropriations
- Monitor implementation of the school district's maintenance master plan
- Conduct an annual review of the maintenance master plan
- Monitor the implementation of a preventative maintenance plan
- Make recommendations to the city council regarding annual appropriation of revenues for facility maintenance and/or repair purposes

### FY23 WORK PLAN

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### MEETING SCHEDULE

The School Facility Committee shall meet Quarterly.



## Committee Overview

Standing Committee     Special Committee     Citizen Committee     Code

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### COMMITTEE NAME

Senior Advisory Commission

### AUTHORITY

DMC 2.84.020 Powers and 2.84.030 Duties

### DURATION

Standing Committee

### MEMBERSHIP STRUCTURE

Seven (7) members with demonstrated knowledge of Elderly problems.  
Ex-officio members (no voting privileges) - BBNA, BBAHC, and HUD

### STAFF SUPPORT

City Clerk or Designee

### DUTIES/GOALS OUTLINED IN DMC

- Assist and cooperate with partners whose objective is the development or improvement of activities and programs for the elderly
- Accept gifts and grants to assist in the performance of its function
- Keep aware of the needs of the elderly in the area
- Advise the director of the senior center on matters dealing with the programs operated at the senior center
- Forward copies of written minutes of meetings to the city manager who, in turn, forwards the minutes to the city council
- Advise the mayor and city council regarding elderly issues and matters directly affecting the senior center
- Set the annual membership fee
- Recognize volunteers at the annual membership dinner and dance
- Ensure that the mayor and city council's purpose and vision statement are met through the activities and services of the senior center

### FY23 WORK PLAN

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### MEETING SCHEDULE

Typically, the Senior Advisory Commission meets on the first Wednesday of each month, however they may meet more frequently as the workload dictates. Meetings are not usually held during the months of June or July.



## *Committee Overview*

Standing Committee     Special Committee     Citizen Committee     Code

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### **COMMITTEE NAME**

Volunteer Fire Department Board

### **AUTHORITY**

DMC 2.48.020

### **DURATION**

Standing Committee

### **MEMBERSHIP STRUCTURE**

Fire Chief, Assistant Fire Chief, and other Officers deemed necessary for the effective operation of the Department

### **STAFF SUPPORT**

City Clerk or Designee

### **DUTIES/GOALS OUTLINED IN DMC**

- Along with the Fire Chief, and Assistant Fire Chief, the Volunteer Fire Department Board is responsible for the prevention of fire, provision of emergency medical services, and the protection of life and property in the area of Dillingham.

### **FY23 WORK PLAN**

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### **MEETING SCHEDULE**

Meeting schedule is set by the Fire Chief and made available to the Public



## Committee Overview

Standing Committee     Special Committee     Citizen Committee     Code

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### COMMITTEE NAME

Historic Preservation Commission

### AUTHORITY

DMC 2.70.080

### DURATION

Standing Committee

### MEMBERSHIP STRUCTURE

Seven (7) members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three (3) Commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology. Commission members shall choose, from among their membership, a Presiding Officer, Deputy Presiding Officer and a Clerk.

### STAFF SUPPORT

City Clerk or Designee

### DUTIES/GOALS OUTLINED IN DMC

- Survey and Inventory Community Historic Resources
- Prepare an historic preservation plan for the surveyed resources
- Prepare an ordinance measure to implement the preservation plan if necessary
- Review Proposed Nominations to the National Register of Historic Places
- Act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources
- Work toward the continuing education of citizens regarding historic preservation and the community's history
- Support the enforcement of the Alaska Historic Preservation Act.

### FY23 WORK PLAN

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### MEETING SCHEDULE

The Historic Preservation Commission shall meet at least two (2) times each year.